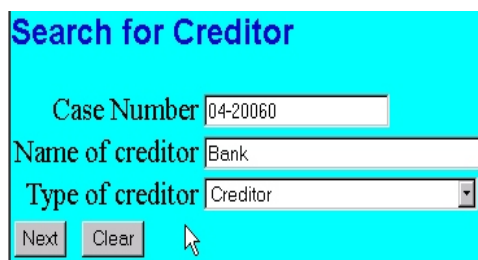


**Filing a Claim** - When claims are filed in a CM/ECF case, the claim is attached to the creditor record of the claimant. One must first retrieve the creditor by searching the creditor database and then link the claim to it. Most often the creditor filing the claim has already been added to the creditor database. The following instructions will guide you through the process of **Filing a Claim** to the **Electronic Case Filing (ECF)** system. In the event the creditor filing the claim is not listed, the procedure for adding a creditor is included in these instructions.

**STEP 1** Select **Bankruptcy** from the *Main Menu*, then click on the **File Claims** hypertext link from the *Bankruptcy* menu.

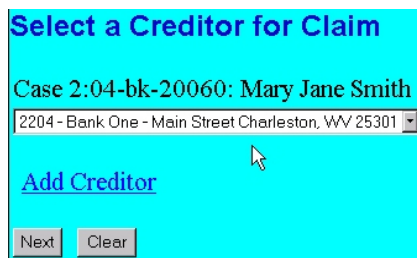


**STEP 2** The **Search for Creditor** screen displays.

A yellow form titled "Search for Creditor" in bold. It contains three input fields: "Case Number" with the value "04-20060", "Name of creditor" with the value "Bank", and "Type of creditor" with a dropdown menu showing "Creditor". At the bottom are two buttons: "Next" and "Clear". A mouse cursor is pointing at the "Next" button.

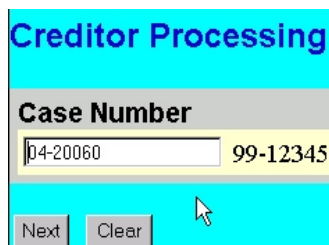
- ◆ **Case Number** - enter the case number in **YY-XXXXXX** format (include hyphen).
- ◆ **Name of creditor** - You may leave this field blank for the system to display the pick list of all existing creditors for the case selected or enter the name of the creditor filing the claim using helpful **search clues** as follows:
  - ▶ Searching may be case sensitive (depending on the version used by the Court) (Smith - not smith)
  - ▶ Include punctuation. (O'Brien)
  - ▶ Partial names can be entered. (Smi)
  - ▶ Significant words or names are effective (Radio for Radio Shack; Bank for Bank One, etc)
  - ▶ Try alternate search clues if your first search is not successful.
  - ▶ Wild cards will not be recognized.
- ◆ **Type of creditor** - Do not change the default in this box; leave type as creditor.
- ◆ Click on **Next** to continue, or **Clear** to re-enter search data.

**STEP 3** The **Select a Creditor for Claim** screen displays the creditor(s) who meet the search criteria entered in Step 2.



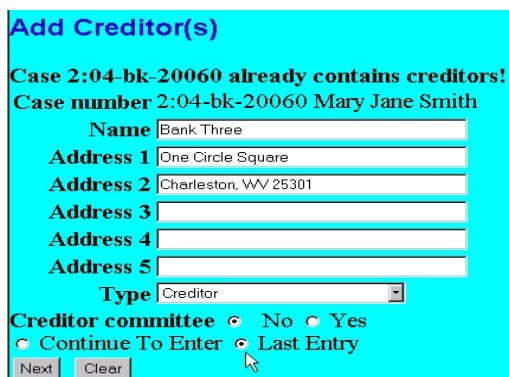
- ◆ If the Name of Creditor field in Step 2 was left blank, click on the down arrow to the right of the dialog box to display a list of all creditors for the selected case.
- ◆ If there is an exact match, click on the creditor to highlight and click **Next**, proceed to **Step 10**.
- ◆ If creditor is not listed or listed with a different address, click on the Add Creditor hypertext link and proceed to **Step 4**.

**STEP 4** The **Creditor Processing** screen with the case number displays.



- ◆ Click on the **Next** button.

**STEP 5** The **Add Creditor(s)** screen displays.



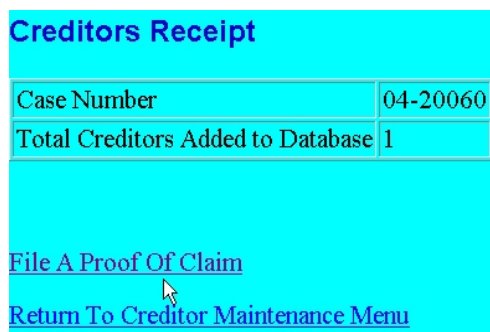
- ◆ **Name:** Type in the full name of the creditor
- ◆ **Address 1:** Type in the Street or P. O. Box address
- ◆ **Address 2:** Use for additional lines of the street address if needed (such as Apartment Number) or type in the **City, State and Zip Code**.
- ◆ **Type:** Leave at **Creditor** default.
- ◆ **Creditor Committee:** Select No or Yes, as appropriate.
- ◆ **Continue to Enter or Last Entry:** **You must select Last Entry before continuing.** Click on the radio button beside **Last Entry** to end adding creditors.
- ◆ Click on the **Next** button.

**STEP 6** A Verification screen displaying the **Total Creditors Entered** is displayed.



- ◆ Click on the **Submit** button.

**STEP 7** The **Creditors Receipt** screen displays showing the **Total Creditors Added to Database**.



Case Number	04-20060
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

- ◆ Click on the **File A Proof of Claim** hyperlink.

**STEP 8** The **Search for Creditor** screen displays.

- ◆ **Name of creditor:** Type in the name of the creditor added in **Steps 4 through 7**.
- ◆ Click on the **Next** button.

**STEP 9** The **Select a Creditor for Claim** screen displays.

- ◆ Click on the creditor's name.
- ◆ Click on the **Next** button.

**STEP 10** The **Proof Of Claim Information For** screen displays.

- ◆ **Amends Claim #** - if this is an amended claim, enter the original claim number this claim amends.

- ◆ **Duplicates Claim #** - if claim is a duplicate of one already filed, enter claim number this claim duplicates.
- ◆ **Filed By** - system defaults to creditor, click on down arrow to the right to select from the available options.
- ◆ **Late** - is this claim filed after the claims expiration date? Click on down arrow to the right to select **No** or **Yes**.
- ◆ **Status** - leave blank. **For Court Use Only.**
- ◆ **Amount Claimed - Unsecured, Secured, Priority, Unknown:** enter the amount of the claim in the appropriate field(s) including the decimal (**do not include dollar sign or commas**).
- ◆ **Amount Allowed: For Court Use Only.**
- ◆ **Description** - use for any additional information you may want to include, such as a short description of collateral.
- ◆ **Remarks - For Court Use Only.**
- ◆ **Next** - click this button when all claim information has been entered.

**STEP 11** The **Select the pdf document screen** displays.

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Yes** radio button to attach documents, (e.g. an exhibit, appendix) and proceed to **Step 12**. If no attachments, click on the **No** radio button.
- ◆ Click on the **Next** button.

**STEP 12** The **Select one or more attachments:** screen displays.

## Electronic Case Filing

## Filing a Claim

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

**STEP 13** The **Notice of Electronic Claim Filing** screen displays confirming the document was received and is now an official court document.

Notice of Electronic Claims Filing

The following transaction was received from CreditMan, on 6/2/2004 at 11:07 AM EDT

Case Name: Mary Jane Smith  
Case Number: [2:04-bk-20060](#)  
Creditor Name: Bank Three  
One Circle Square  
Charleston, WV 25301  
Claim Number: [5](#)  
Total Amount Claimed: \$19756.00

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: O:\PDFfiles\Bankruptcy - Proof of Claim.pdf  
Electronic document Stamp: [STAMP bkecfStamp\_ID=1019576470 [Date=6/2/2004] [FileNumber=13641-0] [71bfe831bfabe86e94e2e033bb3905234722174bf0fb2dcc742d9538e09f69507219136f90e1fb76cbf2ca91f77bb1ed86881ec6a056d91bd34d12c68b139e66]]

Document description: Exhibit Title to Vehicle  
Original filename: O:\PDFfiles\Bankruptcy - Exhibit.pdf  
Electronic document Stamp: [STAMP bkecfStamp\_ID=1019576470 [Date=6/2/2004] [FileNumber=13641-1] [

- ◆ The **Notice of Electronic Claims Filing** displays the **date** and **time** the transaction was received by the court, **creditor name**, **claim number**, and other case participants.
- ◆ **Print** a copy of the **Notice of Electronic Claims Filing** screen as a receipt of docketing for your records.